



2005 Corporate Excise Third Party Vendor Guidelines

A Guide for Form Vendors and Software Developers

Note: This document is based on **2005** Forms dated 11/22/2005

Part 1

- General Information
- Tables
- Data Specifications
- 2005 Forms and Schedules Changes
- Contacts
- Document Revisions

2005 Tax Year

2006 Processing Year

Table of Contents

| | |
|---|----|
| Introduction | 3 |
| General Specifications | 5 |
| Mailing Instructions | 6 |
| PDF417 Specifications..... | 7 |
| 1 Dimensional Barcode layout | 8 |
| Table 1: Vendor list with NACTP-assigned vendor code | 9 |
| Vendor Codes by Company Name | 9 |
| Vendor Codes by Assigned Number..... | 12 |
| Table 2: 2D barcode size | 15 |
| Table 3: Form ID | 16 |
| Attachment Inventory | 14 |
| Multiple instances of the same Schedule..... | 15 |
| Taxpayer Registration rules with standard abbreviations..... | 15 |
| U.S. State and Possessions Postal Codes | 18 |
| Table 4: Locality Code table..... | 17 |
| Data Specifications..... | 20 |
| Annual Changes to Massachusetts Corporate Forms and Schedules | 26 |
| Vendor requirements for passing certification testing | 30 |
| Fixed (exact) Positioning..... | 31 |
| Massachusetts DOR Acceptance criteria..... | 30 |
| Massachusetts Department of Revenue Contact List | 33 |
| Document Revisions | 32 |

Because of sizing issues when converting to PDF format, the data layouts are spread out over parts 2 & 3 of this document.

See Corporate Excise 2-D Barcode Design Standards Part 2 for:

| | |
|-----------------|---------------|
| Form 355 | Form 355C |
| Form 355S | |
| Schedule A | Schedule B, C |
| Schedule D, E-1 | Schedule E |
| Schedule E-CG | Schedule CD |
| Schedule CG | |

See Corporate Excise 2-D Barcode Design Specifications Part 3 for:

| | |
|---------------|-------------|
| Schedule E-2 | Schedule F |
| Form F-2 | Schedule H |
| Schedule H-2 | Schedule RC |
| Schedule RC-A | Schedule S |
| Schedule SK-1 | |

Introduction

The Commonwealth of Massachusetts, Department of Revenue (DOR) will be accepting 2D barcodes on the following 2005 corporate excise forms: Form 355, Form 355-S, Form 355-C, Form F-2, Schedule A, Schedule B, C, Schedule D/E-1, Schedule E, Schedule CD, Schedules CG, E-CG, E-2, F, H, H-2, RC, RC-A, S, SK-1.

New for 2005, computer generated Massachusetts Forms 355, 355-S & 355-C have line item changes. Schedules B/C, E, E-CG, SK-1, H-2, RC & RC-A all have changes of various degrees. Schedule F1 has been eliminated.

Failure to produce a 2D barcode on third party returns may result in taxpayers having their returns rejected and the imposition of penalties for noncompliance. See section "Changes to 2005 Massachusetts Corporate Forms and Schedules" for more information.

See Technical Information Release TIR-04-30 for information on Electronic Filing requirements for Corporate Excise Taxpayers.

All vendors must use the transparent films and the attached tables to determine field sizes and locations. Do not use the "Red" DOR published forms for anything more than general information. The "Red" forms have more text requirements than the vendor version. Also, a physically larger data area to accommodate handwriting means smaller data fields than the films. This significantly changes the appearance relative to the vendor version of the forms.

The software must advise taxpayers to review their entire return for accuracy and completeness, paying close attention to:

- . Carryover of data from schedules to the form especially if a schedule was added to the return subsequent to the initial return being prepared;
- . Federal Identification number correctness;
- . Company name and address information;
- . Tax yearend date; 2D barcoding technology is used only in the processing of current and prior years (2005, 2004, 2003 & 2002) returns. Returns for period-end dates prior to January 1, 2002 must be filed using traditional methods such as paper or commercial software from prior years;

The software must also contain a brief explanation of what a 2D barcode is and inform taxpayers that any changes made to a return after printing will not be reflected in the 2-D barcode unless they print a new return. Failure to print a new return after making changes will severely impact DOR processing and will introduce errors. Hand and typewritten changes, and changes made with whiteout, etc. made on computer-generated returns are not acceptable and will be given lowest priority within the data workflow.

Quality Assurance

The software must insure that printed data and encoded data in the 2-D barcode match exactly, except where noted in this document. Any updates to data must be reflected in the 2D barcode prior to a return being printed. This becomes especially important when a return is updated after the initial return is created. Changes to any document in a return must flow to every other area of the return, as appropriate. For example, a change in accounts receivable (Schedule A line 14) could have a ripple effect to Schedule D line 1 and possibly altering Schedule D line 10. This would further flow back to the Excise Calculation page line 2.

This example also serves to illustrate the importance of reprinting and subsequently filing an updated return in its entirety. In the example, if a new Schedule A was not reprinted and submitted to the department, the return would fail our validation process requiring a "Post Audit" review of the return. To help in identifying this type of scenario, we would like the print date and time printed on the bottom of every page of every document of the return. Date format is discretionary upon the vendor. The location is to be at row 62, beginning at column 15. There must not be a user option to shut the timestamp off.

The software must ensure that Name, Address and Federal Identification information is present prior to printing the return. (Rules governing the fields associated with name and address can be found in the section labeled as Taxpayer Registration Rules)

For those returns prepared by someone other than the taxpayer, PTIN & EIN identifying the paid preparer are mandatory. The software geared towards professionals, must insure that paid preparer information has been entered prior to printing.

Software version numbers must be present in the 2D barcode header, and must be representative of the actual version of the software. Do not use a static number in this field. The Department must be able to determine which version of software was used to generate 2D barcode returns should problems or other issues arise during processing.

A special note to those vendors participating in both Massachusetts Personal Income and Corporate Excise Tax 2D filing solutions: There is fundamental difference between the two filing solutions. That is, Corporate Excise 2D barcodes appear on every page of each form and schedule. However, Personal Income 2D barcodes appear on page one of every form and schedule.

General Specifications

Alphanumeric Data

Only 1 space between characters for word separation,
Left justified

Numeric Data

Whole dollar only, rounded, right justified

Do not include 00 for pennies

Negative Numbers

Leading dash (-), floating

Unused Data

No zero fill, no blank fill

Paper size

8 1/5" x 11"

Orientation

Portrait

Printing

Single sided

12 Point

10 Pitch

Courier

UPPER CASE TEXT ONLY

1/2 inch margin sides, top and bottom

Lines per Vertical inch

6 (1/16th of an inch)

Characters per Horizontal inch

10 (1/10th of an inch)

Paper weight

20 lb bond minimum (non-recycled)

Paper Color

White

Print Color

Black

Print area Horizontal – first

Please see Record Layouts and or Acetate grids

Print area Horizontal – last

Please see Record Layouts and or Acetate grids

Print area Vertical – first

Please see Record Layouts and or Acetate grids

Print area Vertical – last

Please see Record Layouts and or Acetate grids

Prohibited

Shading

Screens in the text area

Reverse characters (white on black background)

Rotated text (Landscape printing)

Logos and Seals

No Dollar signs in Numeric fields

No Commas in Numeric fields

No Parentheses to represent Negative numbers

No Decimal points in Numeric Fields

No 00 for pennies

The Department realizes that some specifications, such as paper and ink, are beyond the control of vendors. However, these specifications are critical to the successful implementation of the product and should be communicated to your customers.

Mailing Instructions

| | |
|----------|---|
| Form 355 | Massachusetts Department of Revenue PO Box 7005 Boston, MA 02204-7005 |
|----------|---|

| | |
|-----------|---|
| Form 355C | Massachusetts Department of Revenue PO Box 7067 Boston, MA 02204-7067 |
|-----------|---|

| | |
|-----------|---|
| Form 355S | Massachusetts Department of Revenue PO Box 7025 Boston, MA 02204-7025 |
|-----------|---|

| | |
|---------------|---|
| Form 355-7004 | Massachusetts Department of Revenue PO Box 7025 Boston, MA 02204-7025 |
|---------------|---|

PDF417 Suggested Specifications

| | |
|-------------------------------|---|
| Encode type | Normal PDF417 |
| DPI | 300 dpi |
| Pixel shaving | ON |
| Code word count | Variable |
| Encryption | |
| Error Correction Level | 4 |
| Mils | 10.0 |
| Data Columns | Variable |
| Module Aspect Ratio | 2.00 : 1 |
| Data Rows | Variable |
| X Dimension | 3 |
| Location | Reserved area top right corner of the forms |
| Reserved space | 3.75" x 1.5" |
| Max Characters | 1500 |
| Field Delimiter | Carriage Return |
| End of File Delimiter | "*EOD*" |

See also, Tax Forms Processing – 2D Barcoding Standards: Section 3 as found at WWW.NACTP.ORG. Excerpts from that document are found below.

1. PDF 417 has error detection and correction capabilities. The more error correction is used, the less data can be communicated in the barcode. With respect to data capture, you either get 100% or nothing. Complete barcode read failures are very uncommon. The tax Application Programming Interface (taxAPI) sets parameters for correction/detection. These parameters should be observed and not altered.
2. Based on the experience of previous filing seasons of 2-D barcode use, and due to the low level of deterioration of tax returns (compared to high media-abuse environments) the error correction level in the current market-provided DLL is set to level 4.
3. A general rule that can be used to determine if a printer is capable of producing a 2-D barcode is if the printer can produce a graphic such as a tax agency seal or business logo, then the printer should be capable of producing a 2-D barcode that can be scanned.
4. Pixel shaving is a technique that produces higher-quality barcodes when printed on lower-quality equipment like inkjet printers. Pixel shaving will result in improved read rates. In the DLL, pixel shaving will always be turned on.
5. Increasing the x (horizontal) dimension of the barcode elements from the minimum of 7.5 mils to the maximum of 25 mils will produce the most readable barcodes, especially on low quality ink/bubble jet printers. Whenever possible, software vendors will create a barcode that uses the largest possible x element value for the given space.
6. Users are advised that stretching or scaling the barcode (via copying the paper media or the like) changes its integrity and worsens readability; it should not be employed.
7. 2-D barcodes should never be rotated. Rotating a 2-D barcode increases processing difficulty and introduces the risk of errors. Since PDF-417 barcodes are read in both the x (horizontal) and y (vertical) directions on a portrait page, rotating them from their natural position can render the barcode unscannable.

1-Dimensional (1-D) Barcode layout

The 1-D barcode of twelve characters plus leading and trailing asterisks is described here. (The Asterisks are not part of the 1-D value, but part of the Code 39 characteristics).

112233345555

| Field | Name | Characters | Value | Miscellaneous |
|-------|-------------|------------|--|---|
| 1 | State ID | 2 | "MA" | |
| 2 | Year | 2 | "05" | |
| 3 | Form ID | 3 | Standard MASSTAX values. | See Table 3 for complete list of Form IDs |
| 4 | Page Number | 1 | Page number for form or schedule. | Physical page |
| 5 | Vendor ID | 4 | ID assigned by NACTP to the Form Creator | See Table 1 for complete list of Vendor codes |

The following are the 1-D parameters:

- 1) Code 39 symbology
- 2) Twelve characters (DO NOT include the start and stop asterisks)
- 3) 2.5:1 wide narrow ratio
- 4) Height one inch
- 5) Length 2 1/2 inches.
- 6) An alphanumeric version of the 1-D barcode must appear in the exact position specified on the record layout. (see .pdf for exact positioning)
- 7) "X" dimension (the narrowest bar and/or space) must be at least 1.5 pts (approximately 20 mils or 3/144 ")
- 8) Each bar in the barcode must be solid. Streaks in the barcode are unacceptable.
- 9) A 1/4" quiet zone around the barcode must be maintained (for 2003 forward, the bottom edge can have one print line (approximately 3/16") of space below it)

The following barcode represents a potential 1-D barcode for the 2002 Form 1 (DOR hand-printed version).

MA020011M001

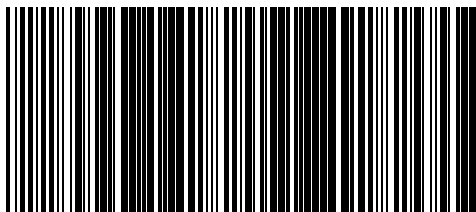


Table 1: Vendor list with NACTP-assigned vendor code

| Vendor Codes by Company Name | |
|---|------|
| 1099 Express | 1129 |
| 1099 Pro | 1094 |
| AA Services | 1098 |
| Aatrix Software, Inc | 1048 |
| Access Indiana | 1047 |
| Accounting and Computer Technology | 1133 |
| Accountware | 1049 |
| AD Computer Corp | 1118 |
| ADP, Inc | 1050 |
| Advantage Payroll Tax | 1084 |
| Alerio | 1127 |
| Alpine Data | 1011 |
| American Management Systems. Inc | 1012 |
| AME Software Products, INC. | 1090 |
| Anexsys | 1143 |
| Arthur Andersen | 1014 |
| ATX Forms | 1015 |
| Automation Technology Computing, Inc. | 1146 |
| Back to Basics | 1016 |
| Block Financial | 1017 |
| Business Software | 1018 |
| CCH Inc | 1019 |
| Ceridian Tax Services | 1051 |
| CFS Tax Software, INC. | 1086 |
| CPA Software | 1021 |
| C & S Technologies | 1096 |
| Comerford & CO, CPAs | 1106 |
| Compco Assoc | 1141 |
| Computerized Planning Systems | 1142 |
| Cougar Mountain Software | 1130 |
| Creative Solutions | 1022 |
| D & P Payroll | 1132 |
| D.A. Bailey & Sons Publishing Co., Inc. | 1052 |
| DPC, INC | 1137 |
| DPJ Software | 1144 |
| Data Technology Group | 1053 |
| Deloitte & Touche Tax Technologies | 1023 |
| Drake Enterprises | 1024 |
| Dunphy Systems, Inc | 1025 |
| EASI | 1105 |
| EG Systems | 1139 |
| ExacTax | 1026 |
| EZ Laser Software Division of Rahill, LLC | 1087 |
| Federal Liaison Services (FLS) | 1027 |
| Federation of Tax Administrators | 1028 |
| FileSafe, Inc. | 1126 |
| Fileyourtaxes.com | 1115 |
| FinSys, Inc | 1134 |

| | |
|------------------------------------|------|
| Fleet | 1078 |
| FormsPlus Software | 1123 |
| Freedom Group | 1140 |
| FreeTaxPrep.com | 1081 |
| Gardenville Community Center | 1055 |
| GaylerSmith | 1083 |
| Go Direct Mailing Services, Inc. | 1119 |
| Golden Rule Computer Systems | 1136 |
| GovConnect | 1110 |
| Grant Wood A.E.A. | 1131 |
| GTR Data, INC. | 1088 |
| H & R Block | 1029 |
| HD Vest | 1080 |
| Harbor Central.com | 1074 |
| Hatley Computer Company | 1056 |
| IDMS | 1107 |
| Imaging Business Machines | 1111 |
| Internet Tax Group | 1079 |
| Interpay | 1070 |
| Intuit | 1030 |
| J & M Business Service | 1138 |
| Jackson Hewitt Tax Service | 1031 |
| Jackson Insurance | 1073 |
| Lacerte Software Corp | 1032 |
| Lackner Group, Inc. | 1147 |
| LexisNexis | 1128 |
| Logicon | 1082 |
| MasterTax | 1122 |
| Medlin Accounting Shareware | 1092 |
| Micro Vision Software | 1057 |
| Microsoft | 1033 |
| Mitre Corp | 1072 |
| MYOB US | 1112 |
| NationTax Online | 1077 |
| Nelco | 1034 |
| Newport Wave , INC. | 1100 |
| No Limit Systems, LP | 1113 |
| NP Systems | 1104 |
| Orrtax | 1035 |
| PayChex | 1124 |
| Paycor | 1121 |
| PayCycle | 1114 |
| PC Software Accounting | 1089 |
| PDP Tax Service | 1036 |
| Parsons Technology | 1058 |
| Petz Enterprises, Inc. | 1037 |
| Plenary Systems, Inc. | 1097 |
| Price Waterhouse LLC | 1059 |
| PrimePay | 1148 |
| PRO Business | 1060 |
| RefundsNow/Republic Bank and Trust | 1116 |
| Rhodes Computer Software | 1038 |

| | |
|-------------------------------------|------|
| RIA | 1062 |
| Ron Callis CPA | 1063 |
| Sage BestSoftware | 1117 |
| Saxon Tax Software | 1076 |
| Second Story Software | 1064 |
| Spokane Computer, Inc. | 1093 |
| Stallion Software | 2601 |
| tax agency of New Mexico | 1135 |
| STF Service Corp | 1039 |
| Storen Tax Serice | 1145 |
| SunGard Bi Tech | 1125 |
| Suran Systems | 1108 |
| Tax Accounting Systems | 1103 |
| Taxbyte, Inc | 1041 |
| Tax Form Library | 1065 |
| Taxlink, Inc | 1066 |
| Tax Masters/Household Bank, FSB | 1042 |
| TaxShop | 1071 |
| Tax Simple, Inc. | 1067 |
| Taxware Systems | 1068 |
| Taxworks by Laser Systems | 1043 |
| Teamstaff, Inc/DSI Payroll Services | 1091 |
| TFP Data Systems | 1095 |
| TK Publishing, Inc | 1044 |
| Tri Tech Software Dev Corp | 1069 |
| Universal Software Solutions | 1102 |
| Universal Tax Systems, Inc | 1045 |
| VT State Housing Authority | 1085 |
| Versatile Group | 1099 |
| Vertex, Inc. | 1120 |
| Visual Forms | 1100 |
| XPress Software | 1046 |
| AD Computer Corp. | 1118 |

Vendor Codes by Assigned Number

| | |
|---|------|
| Alpine Data | 1011 |
| American Management Systems. Inc | 1012 |
| Arthur Andersen | 1014 |
| ATX Forms | 1015 |
| Back to Basics | 1016 |
| Block Financial | 1017 |
| Business Software | 1018 |
| CCH Inc | 1019 |
| CPA Software | 1021 |
| Creative Solutions | 1022 |
| Deloitte & Touche Tax Technologies | 1023 |
| Drake Enterprises | 1024 |
| Dunphy Systems, Inc | 1025 |
| ExacTax | 1026 |
| Federal Liaison Services (FLS) | 1027 |
| Federation of Tax Administrators | 1028 |
| H & R Block | 1029 |
| Intuit | 1030 |
| Jackson Hewitt Tax Service | 1031 |
| Lacerte Software Corp | 1032 |
| Microsoft | 1033 |
| Nelco | 1034 |
| Orrtax | 1035 |
| PDP Tax Service | 1036 |
| Petz Enterprises, Inc. | 1037 |
| Rhodes Computer Software | 1038 |
| STF Service Corp | 1039 |
| Taxbyte, Inc | 1041 |
| Tax Masters/Household Bank, FSB | 1042 |
| Taxworks by Laser Systems | 1043 |
| TK Publishing, Inc | 1044 |
| Universal Tax Systems, Inc | 1045 |
| XPress Software | 1046 |
| Access Indiana | 1047 |
| Aatrix Software, Inc | 1048 |
| Accountware | 1049 |
| ADP, Inc | 1050 |
| Ceridian Tax Services | 1051 |
| D.A. Bailey & Sons Publishing Co., Inc. | 1052 |
| Data Technology Group | 1053 |
| Gardenville Community Center | 1055 |
| Hatley Computer Company | 1056 |
| Micro Vision Software | 1057 |
| Parsons Technology | 1058 |
| Price Waterhouse LLC | 1059 |
| PRO Business | 1060 |
| RIA | 1062 |
| Ron Callis CPA | 1063 |
| Second Story Software | 1064 |
| Tax Form Library | 1065 |

| | |
|---|------|
| Taxlink, Inc | 1066 |
| Tax Simple, Inc. | 1067 |
| Taxware Systems | 1068 |
| Tri Tech Software Dev Corp | 1069 |
| Interpay | 1070 |
| TaxShop | 1071 |
| Mitre Corp | 1072 |
| Jackson Insurance | 1073 |
| Harbor Central.com | 1074 |
| Eastman Kodak | 1075 |
| Saxon Tax Software | 1076 |
| NationTax Online | 1077 |
| Fleet | 1078 |
| Internet Tax Group | 1079 |
| HD Vest | 1080 |
| FreeTaxPrep.com | 1081 |
| Logicon | 1082 |
| GaylerSmith | 1083 |
| Advantage Payroll Tax | 1084 |
| VT State Housing Authority | 1085 |
| Stallion Software | 2601 |
| CFS Tax Software, INC. | 1086 |
| EZ Laser Software Division of Rahill, LLC | 1087 |
| TFP Data Systems | 1095 |
| GTR Data, INC. | 1088 |
| PC Software Accounting | 1089 |
| AME Software Products, Inc. | 1090 |
| Teamstaff, INC./ DSI Payroll Services | 1091 |
| Medlin Accounting Shareware | 1092 |
| Spokane Computer, INC. | 1093 |
| 1099 PRO | 1094 |
| C & S Technologies | 1096 |
| Plenary Systems, Inc. | 1097 |
| AA Services | 1098 |
| Versatile Group | 1099 |
| Visual Forms | 1100 |
| Newport Wave, Inc. | 1101 |
| Universal Software Solutions | 1102 |
| Tax Accounting Systems | 1103 |
| NP Systems | 1104 |
| EASI | 1105 |
| Comerford & CO, CPAs | 1106 |
| IDMS | 1107 |
| Suran Systems | 1108 |
| Business Software, INC. | 1109 |
| GovConnect | 1110 |
| Imaging Business Machines | 1111 |
| MYOB US | 1112 |
| No Limit Systems, LP | 1113 |
| PayCycle | 1114 |
| Fileyourtaxes.com | 1115 |
| RefundsNow/ Republic Bank and Trust | 1116 |

| | |
|---|------|
| Sage BestSoftware | 1117 |
| AD Computer Corp. | 1118 |
| GO Direct Mailing Services, Inc. | 1119 |
| Vertex, Inc. | 1120 |
| Paycorp | 1121 |
| Master Tax | 1122 |
| FormsPlus Software | 1123 |
| PayChex | 1124 |
| SunGard Bi Tech | 1125 |
| FileSafe, Inc. | 1126 |
| Alerio | 1127 |
| LexisNexis | 1128 |
| 1099 Express | 1129 |
| Cougar Mountain Software | 1130 |
| Grant Wood A.E.A | 1131 |
| D & P Payroll Service | 1132 |
| Accounting and Computer Technology | 1133 |
| Finsys, INC | 1134 |
| State of NM | 1135 |
| Golden Rule Computer Systems | 1136 |
| DPC, Inc | 1137 |
| J&M Business Service | 1138 |
| EG Systems | 1139 |
| Freedom Group | 1140 |
| Compco Associates | 1141 |
| Computerized Planning Systems | 1142 |
| ANEXSYS | 1143 |
| DPJ Software | 1144 |
| Storen Tax Service | 1145 |
| Automation Technology Computing, Inc | 1146 |
| Lackner Group, INC | 1147 |
| PrimePay | 1148 |
| BVS Corp | 1149 |
| Independent Systems and Programming, Inc. | 1150 |
| Reynolds and Reynolds | 1151 |
| Watauga Medical Center | 1152 |
| VB Systems | 1153 |
| HJP Associates, Inc. | 1154 |

Table 2: 2D barcode size

| Form | Max form per return | Max Bytes per page |
|------------------------|--------------------------------|-------------------------------|
| Form 355 page 1 | 1 | 371 |
| Form 355 Excise Calc | 1 | 391 |
| Form 355 C page 1 | 1 | 273 |
| Form 355 C Excise Calc | 1 | 391 |
| Form 355 S page 1 | 1 | 328 |
| Form 355 S Excise Calc | 1 | 427 |
| Form F-2 | 2* | 290 |
| Schedule F-2, page 2 | 2* | 378 |
| Schedule F-2, page 3 | 2* | 333 |
| Schedule A | 1 | 645 |
| Schedule A, page 2 | 1 | 376 |
| Schedule B, C | 1 | 371 |
| Schedule D, E-1 | 1 | 239 |
| Schedule CD | 1 | 208 |
| Schedule E | As needed | 400 |
| Schedule CG | As needed | 453 |
| Schedule CG, page 2 | As needed | 644 |
| Schedule E-CG | 30 lines E | 448 |
| Schedule E-2 | | 357 |
| Schedule E-2, page 2 | | 292 |
| Schedule F | 1* | 703 |
| Schedule H | 1 | 578 |
| Schedule H, page 2 | 1 | 436 |
| Schedule H, page 3 | 1 | 436 |
| Schedule H, page 4 | 1 | 424 |
| Schedule H, page 5 | 1 | 357 |
| Schedule H, page 6 | 1 | 136 |
| Schedule H-2 | As needed | 159 |
| Schedule RC | 2 | 369 |
| Schedule RC, page 2 | 2 | 172 |
| Schedule RC-A | 2 | 343 |
| Schedule RC-A, page 2 | 2 | 325 |
| Schedule RC-A, page 3 | 2 | 335 |
| Schedule RC-A, page 4 | 2 | 208 |
| Schedule S | 1 | 405 |
| Schedule S, page 2 | 1 | 388 |
| Schedule S, page 3 | 1 | 429 |
| Schedule S, page 4 | 1 | 352 |
| Schedule S, page 5 | 3 | 1162 |
| Schedule SK-1 | As needed | 528 |
| Schedule SK-1, page 2 | As needed | 223 |

* when filed with Form 355-C, file as many as needed, otherwise follow the table limitations.

Table 3: Form ID

| 2005 Forms | Form ID | 2004 Forms |
|-------------------|-----------------------|-------------------|
| Form 355 | 397 | |
| Form 355C | 352 | |
| Form 355S | 347 | |
| Form F-2 | 381 | |
| Schedule A | 060 | |
| Schedule A-1 | 093 | |
| Schedule A-2 | 094 | |
| Schedule A-3 | 095 | |
| Schedule B, C | 061 | |
| Schedule CD | 063 | |
| Schedule CG | 065 | |
| Schedule D, E-1 | 062 | |
| Schedule E | 064 | |
| Schedule E-2 | 092 | |
| Schedule E-3 | 096 | |
| Schedule E-CG | ECG | |
| Schedule F | 066 | |
| | Removed this Schedule | Schedule F-1 |
| Schedule H | 067 | |
| Schedule H-2 | 068 | |
| Schedule RC | 069 | |
| Schedule RC-A | 058 | |
| Schedule S | 090 | |
| Schedule SK-1 | 091 | |

These form codes are to be used in both the 1-D barcode and the 2-D barcode header section.

Attachment Inventory

The inventory fields are in place to help the Department verify document integrity. If the inventory contains two Schedule RCs then our recognition software will also equal two. We will validate against misidentified forms and schedules, as well as request submission from the taxpayer for those truly missing forms and schedules.

In the 2-D layouts below, field 11 represents an inventory physical page count for the return. Using an income tax example, if the return only consists of a Form1 and one Schedule INC, then the count would be 3: Form1 front and back and 1 Schedule INC. Another example, Form1 and two Schedule Cs, the count would be 6: Form1 front and back and Schedule C front and back twice. In the event that a given 2-D barcode cannot be read, the inventory is repeated in every barcode.

In the Form355 2-D barcode, fields 11 through 19 show a breakdown of what is included in the taxpayer's return. Most often, field 12 would be one (1) meaning there is one Form355 in the return; field 14 could be either zero (0) or one (1); field 15 could be zero (0) or whatever the number of Schedule E's were included in the return.

To reiterate for clarity, field 11 counts the number of sides of every piece of paper that has taxpayer data on it. However, fields 12 through 19 count the number of a given form type that is included in the return. Field 19 counts those form types NOT expressly represented in Fields 11 through 18.

Handling Multiple Instances of the Same Schedule

Also in the 2-D layout, fields 12 and 13 are to be used when multiples of the same schedule is submitted. For example, if three Schedule CD forms were sent as part of the return, then the first instance of the Schedule CD would have field 11 as 1 and field 12 as 3. The second Schedule CD would have field 11 as 2 and field 12 as 3, and lastly, the third Schedule CD would have field 11 as 3 and field 12 as 3. If only one Schedule E was supplied, then field 11 and field 12 would both be 1. In the event that any given 2-D barcode cannot be read, the schedule inventory for the return is repeated in every barcode. These two fields do not exist on the first page of Form 355, 355-S & 355-C.

Taxpayer Registration Rules

Having correct and complete name and address data is always a concern with the department. The following rules are for both the PRINTED data and the ENCODED data in the 2-D barcode. Please refer 'Postal Addressing Standards' document at

<http://pe.usps.gov/cpim/ftp/pubs/Pub28/Pub28.pdf>

- . Alpha characters must be in upper case only
- . Use no punctuation or symbols. If a fraction is part of the street address, enter a forward facing slash (/). Note: This is the ONLY symbol that may be used in the taxpayer name and address area. *Hyphens and Apostrophes are also prohibited.*
- . Use Roman Numerals (alpha character) for numeric suffixes
- . The FID must be nine digits (no dashes)
- . An address of a Post Office Box is formatted in the following manor:
PO BOX #####. All capital letters, one space between the "O" of "PO" and the "B" of Box, one space after the "X" in BOX, and as many digits as needed for the box number.
- . Use standard abbreviations for the suffix of the street name.
- . Additional address field is a supplemental field used for "in care of" name and additional address information as needed
- . Use the standard two-digit abbreviation for the state or United States possessions.
- . If foreign address, enter FC in the state field and zeros in the ZIP Code
- . ZIP code can be 9 or 5 digits (no dash)
- . Apply these guidelines, then truncate if the information exceeds the field length

Standard Abbreviations

| | | | | | |
|-----------------|--------|------------|-----|------------|-----|
| Air Force Base | AFO | Apartment | APT | Avenue | AV |
| Boulevard | BL | Building | BLD | Circle | CIR |
| Court | CT | Department | DEP | Drive | DR |
| East* | E | Highway | HWY | Lane | LN |
| North* | N | Northeast* | NE | Northwest* | NW |
| Number | NO | Parkway | PKY | Place | PL |
| Post Office Box | PO BOX | Road | RD | San | SN |
| South* | S | Southeast* | SE | Southwest* | SW |
| Space | SP | Square | SQ | Street | ST |
| Suite | STE | Terrace | TER | Unit | UN |
| Way | WY | West* | W | | |

***abbreviate when used as a direction**

U.S. State and Possessions Postal Codes

| | | | | | |
|---------------|----|----------------|----|--------------------------------|----|
| Alabama | AL | Montana | MT | District of Columbia | DC |
| Alaska | AK | Nevada | NV | American Samoa | AS |
| Arizona | AZ | Nebraska | NE | Federated States of Micronesia | FM |
| Arkansas | AR | New Hampshire | NH | Guam | GU |
| California | CA | New Jersey | NJ | Marshall Islands | MH |
| Colorado | CO | New Mexico | NM | Northern Mariana Islands | MP |
| Connecticut | CT | New York | NY | Palau | PW |
| Delaware | DE | North Carolina | NC | Puerto Rico | PR |
| Florida | FL | North Dakota | ND | Virgin Islands | VI |
| Georgia | GA | Ohio | OH | | |
| Hawaii | HI | Oklahoma | OK | | |
| Idaho | ID | Oregon | OR | | |
| Illinois | IS | Pennsylvania | PA | | |
| Indiana | IN | Tennessee | TN | | |
| Iowa | IO | Texas | TX | | |
| Kansas | KA | Rhode Island | RI | | |
| Kentucky | KY | South Carolina | SC | | |
| Louisiana | LA | South Dakota | SD | | |
| Maine | ME | Utah | UT | | |
| Massachusetts | MA | Virginia | VA | | |
| Maryland | MD | Vermont | VT | | |
| Michigan | MI | Washington | WA | | |
| Mississippi | MS | West Virginia | WV | | |
| Missouri | MO | Wisconsin | WI | | |
| Minnesota | MN | Wyoming | WY | | |

Table 4 Locality Code

| City or Town | Locality Code | City or Town | Locality Code | City or Town | Locality Code |
|---------------------|----------------------|---------------------|----------------------|---------------------|----------------------|
| ABINGTON | 0001 | ACTON | 0002 | ACUSHNET | 0003 |
| ADAMS | 0004 | AGAWAM | 0005 | ALFORD | 0006 |
| AMESBURY | 0007 | AMHERST | 0008 | ANDOVER | 0009 |
| ARLINGTON | 0010 | ASHBURNHAM | 0011 | ASHBY | 0012 |
| ASHFIELD | 0013 | ASHLAND | 0014 | ATHOL | 0015 |
| ATTLEBORO | 0016 | AUBURN | 0017 | AVON | 0018 |
| AYER | 0019 | | | | |
| BARNSTABLE | 0020 | BARRE | 0021 | BECKET | 0022 |
| BEDFORD | 0023 | BELCHERTOWN | 0024 | BELLINGHAM | 0025 |
| BELMONT | 0026 | BERKLEY | 0027 | BERLIN | 0028 |
| BERNARDSTON | 0029 | BEVERLY | 0030 | BILLERICA | 0031 |
| BLACKSTONE | 0032 | BLANDFORD | 0033 | BOLTON | 0034 |
| BOSTON | 0035 | BOURNE | 0036 | BOXBOROUGH | 0037 |
| BOXFORD | 0038 | BOYLSTON | 0039 | BRAINTREE | 0040 |
| BREWSTER | 0041 | BRIDGEWATER | 0042 | BRIMFIELD | 0043 |
| BROCKTON | 0044 | BROOKFIELD | 0045 | BROOKLINE | 0046 |
| BUCKLAND | 0047 | BURLINGTON | 0048 | | |
| CAMBRIDGE | 0049 | CANTON | 0050 | CARLISLE | 0051 |
| CARVER | 0052 | CHARLEMONT | 0053 | CHARLTON | 0054 |
| CHATHAM | 0055 | CHELMSFORD | 0056 | CHELSEA | 0057 |
| CHESHIRE | 0058 | CHESTER | 0059 | CHESTERFIELD | 0060 |
| CHICOPEE | 0061 | CHILMARK | 0062 | CLARKSBURG | 0063 |
| CLINTON | 0064 | COHASSET | 0065 | COLRAIN | 0066 |
| CONCORD | 0067 | CONWAY | 0068 | CUMMINGTON | 0069 |
| DALTON | 0070 | DANVERS | 0071 | DARTMOUTH | 0072 |
| DEDHAM | 0073 | DEERFIELD | 0074 | DENNIS | 0075 |
| DIGHTON | 0076 | DOUGLAS | 0077 | DOVER | 0078 |
| DRACUT | 0079 | DUDLEY | 0080 | DUNSTABLE | 0081 |
| DUXBURY | 0082 | | | | |
| E. BRIDGEWATER | 0083 | E. BROOKFIELD | 0084 | E. LONGMEADOW | 0085 |
| EASTHAM | 0086 | EASTHAMPTON | 0087 | EASTON | 0088 |
| EDGARTOWN | 0089 | EGREMONT | 0090 | ERVING | 0091 |
| ESSEX | 0092 | EVERETT | 0093 | | |
| FAIRHAVEN | 0094 | FALL RIVER | 0095 | FALMOUTH | 0096 |
| FITCHBURG | 0097 | FLORIDA | 0098 | FOXBOROUGH | 0099 |
| FRAMINGHAM | 0100 | FRANKLIN | 0101 | FREETOWN | 0102 |
| GARDNER | 0103 | GAY HEAD | 0104 | GEORGETOWN | 0105 |
| GILL | 0106 | GLOUCESTER | 0107 | GOSHEN | 0108 |
| GOSNOLD | 0109 | GRAFTON | 0110 | GRANBY | 0111 |
| GRANVILLE | 0112 | GREAT BARRINGTON | 0113 | GREENFIELD | 0114 |
| GROTON | 0115 | GROVELAND | 0116 | | |
| HADLEY | 0117 | HALIFAX | 0118 | HAMILTON | 0119 |
| HAMPDEN | 0120 | HANCOCK | 0121 | HANOVER | 0122 |
| HANSON | 0123 | HARDWICK | 0124 | HARVARD | 0125 |

Table 4 Locality Code continued

| City or Town | Locality Code | City or Town | Locality Code | City or Town | Locality Code |
|---------------------|----------------------|---------------------|----------------------|---------------------|----------------------|
| HARWICH | 0126 | HATFIELD | 0127 | HAVERHILL | 0128 |
| HAWLEY | 0129 | HEATH | 0130 | HINGHAM | 0131 |
| HINSDALE | 0132 | HOLBROOK | 0133 | HOLDEN | 0134 |
| HOLLAND | 0135 | HOLLISTON | 0136 | HOLYOKE | 0137 |
| HOPEDALE | 0138 | HOPKINTON | 0139 | HUBBARDSTON | 0140 |
| HUDSON | 0141 | HULL | 0142 | HUNTINGTON | 0143 |
| IPSWICH | 0144 | | | | |
| KINGSTON | 0145 | | | | |
| LAKEVILLE | 0146 | LANCASTER | 0147 | LANESBOROUGH | 0148 |
| LAWRENCE | 0149 | LEE | 0150 | LEICESTER | 0151 |
| LENOX | 0152 | LEOMINSTER | 0153 | LEVERETT | 0154 |
| LEXINGTON | 0155 | LEYDEN | 0156 | LINCOLN | 0157 |
| LITTLETON | 0158 | LONGMEADOW | 0159 | LOWELL | 0160 |
| LUDLOW | 0161 | LUNENBURG | 0162 | LYNN | 0163 |
| LYNNFIELD | 0164 | | | | |
| MALDEN | 0165 | MANCHESTER | 0166 | MANSFIELD | 0167 |
| MARBLEHEAD | 0168 | MARION | 0169 | MARLBOROUGH | 0170 |
| MARSHFIELD | 0171 | MASHPEE | 0172 | MATTAPOISETT | 0173 |
| MAYNARD | 0174 | MEDFIELD | 0175 | MEDFORD | 0176 |
| MEDWAY | 0177 | MELROSE | 0178 | MENDON | 0179 |
| MERRIMAC | 0180 | METHUEN | 0181 | MIDDLEBOROUGH | 0182 |
| MIDDLEFIELD | 0183 | MIDDLETON | 0184 | MILFORD | 0185 |
| MILLBURY | 0186 | MILLIS | 0187 | MILLVILLE | 0188 |
| MILTON | 0189 | MONROE | 0190 | MONSON | 0191 |
| MONTAGUE | 0192 | MONTEREY | 0193 | MONTGOMERY | 0194 |
| MT. WASHINGTON | 0195 | | | | |
| NAHANT | 0196 | NANTUCKET | 0197 | NATICK | 0198 |
| NEEDHAM | 0199 | NEW ASHFORD | 0200 | NEW BEDFORD | 0201 |
| NEW BRAINTREE | 0202 | NEW MARLBOROUGH | 0203 | NEW SALEM | 0204 |
| NEWBURY | 0205 | NEWBURYPORT | 0206 | NEWTON | 0207 |
| NORFOLK | 0208 | NORTH ADAMS | 0209 | NORTH ANDOVER | 0210 |
| NORTH ATTLEBOROUGH | 0211 | NORTH BROOKFIELD | 0212 | NORTH READING | 0213 |
| NORTHAMPTON | 0214 | NORTHBOROUGH | 0215 | NORTHBRIDGE | 0216 |
| NORTHFIELD | 0217 | NORTON | 0218 | NORWELL | 0219 |
| NORWOOD | 0220 | | | | |
| OAK BLUFFS | 0221 | OAKHAM | 0222 | ORANGE | 0223 |
| ORLEANS | 0224 | OTIS | 0225 | OXFORD | 0226 |
| PALMER | 0227 | PAXTON | 0228 | PEABODY | 0229 |
| PELHAM | 0230 | PEMBROKE | 0231 | PEPPERELL | 0232 |
| PERU | 0233 | PETERSHAM | 0234 | PHILLIPSTON | 0235 |

Table 4 Locality Code continued

| City or Town | Locality Code | City or Town | Locality Code | City or Town | Locality Code |
|---------------------|----------------------|---------------------|----------------------|---------------------|----------------------|
| PITTSFIELD | 0236 | PLAINFIELD | 0237 | PLAINVILLE | 0238 |
| PLYMOUTH | 0239 | PLYMPTON | 0240 | PRINCETON | 0241 |
| PROVINCETOWN | 0242 | | | | |
| QUINCY | 0243 | | | | |
| RANDOLPH | 0244 | RAYNHAM | 0245 | READING | 0246 |
| REHOBOTH | 0247 | REVERE | 0248 | RICHMOND | 0249 |
| ROCHESTER | 0250 | ROCKLAND | 0251 | ROCKPORT | 0252 |
| ROWE | 0253 | ROWLEY | 0254 | ROYALSTON | 0255 |
| RUSSELL | 0256 | RUTLAND | 0257 | | |
| SALEM | 0258 | SALISBURY | 0259 | SANDISFIELD | 0260 |
| SANDWICH | 0261 | SAUGUS | 0262 | SAVOY | 0263 |
| SCITUATE | 0264 | SEEKONK | 0265 | SHARON | 0266 |
| SHEFFIELD | 0267 | SHELBURNE | 0268 | SHERBORN | 0269 |
| SHIRLEY | 0270 | SHREWSBURY | 0271 | SHUTESBURY | 0272 |
| SOMERSET | 0273 | SOMERVILLE | 0274 | SOUTH HADLEY | 0275 |
| SOUTHAMPTON | 0276 | SOUTHBOROUGH | 0277 | SOUTHBRIDGE | 0278 |
| SOUTHWICK | 0279 | SPENCER | 0280 | SPRINGFIELD | 0281 |
| STERLING | 0282 | STOCKBRIDGE | 0283 | STONEHAM | 0284 |
| STOUGHTON | 0285 | STOW | 0286 | STURBRIDGE | 0287 |
| SUDBURY | 0288 | SUNDERLAND | 0289 | SUTTON | 0290 |
| SWAMPSCOTT | 0291 | SWANSEA | 0292 | | |
| TAUNTON | 0293 | TEMPLETON | 0294 | TEWKSBURY | 0295 |
| TISBURY | 0296 | TOLLAND | 0297 | TOPSFIELD | 0298 |
| TOWNSEND | 0299 | TRURO | 0300 | TYNGSBOROUGH | 0301 |
| TYRINGHAM | 0302 | | | | |
| UPTON | 0303 | UXBRIDGE | 0304 | | |
| WAKEFIELD | 0305 | WALES | 0306 | WALPOLE | 0307 |
| WALTHAM | 0308 | WARE | 0309 | WAREHAM | 0310 |
| WARREN | 0311 | WARWICK | 0312 | WASHINGTON | 0313 |
| WATERTOWN | 0314 | WAYLAND | 0315 | WEBSTER | 0316 |
| WELLESLEY | 0317 | WELLFLEET | 0318 | WENDELL | 0319 |
| WENHAM | 0320 | WEST BOYLSTON | 0321 | W. BRIDGEWATER | 0322 |
| W. BROOKFIELD | 0323 | W. NEWBURY | 0324 | W. SPRINGFIELD | 0325 |
| W. STOCKBRIDGE | 0326 | WEST TISBURY | 0327 | WESTBOROUGH | 0328 |
| WESTFIELD | 0329 | WESTFORD | 0330 | WESTHAMPTON | 0331 |
| WESTMINSTER | 0332 | WESTON | 0333 | WESTPORT | 0334 |
| WESTWOOD | 0335 | WEYMOUTH | 0336 | WHATELY | 0337 |
| WHITMAN | 0338 | WILBRAHAM | 0339 | WILLIAMSBURG | 0340 |
| WILLIAMSTOWN | 0341 | WILMINGTON | 0342 | WINCHENDON | 0343 |
| WINCHESTER | 0344 | WINDSOR | 0345 | WINTHROP | 0346 |
| WOBURN | 0347 | WORCESTER | 0348 | WORTHINGTON | 0349 |
| WRENTHAM | 0350 | | | | |
| YARMOUTH | 0351 | | | | |

Data Specifications

See specific form booklets for detailed line item instructions.

Money data across all forms and schedules should NEVER contain punctuation or the words "NONE", "N/A", or any other such text. Software must be written such that only numeric characters may be entered in money fields. This applies to both printed and 2D barcode encoded data.

The Data Specification (documents 2 & 3) tables have the data location included in the table. The locations correspond to the numbered data location found on the soft copy of the form & schedule layouts and the transparent films.

The form year is required for all forms and schedules. (Field #5 in the 2D layouts)

Negative values are not allowed unless specifically mentioned in the layouts. If a negative value is calculated, it must be represented as ZERO in both the print AND 2D barcode, unless otherwise allowed. Very generally, the only negative values are allowed on the Schedule E's and SK-1.

Each corporate return, Form 355, Form 355C and Form 355S is made up of 7 or 8 pages.

Those pages are:

- Form 355, Form 355 page 2, Schedule A, Schedule A page 2, Schedule B/C, Schedule D/E-1, Schedule E, Schedule CD
- Form 355C, Form 355C page 2, Schedule A, Schedule A page 2, Schedule B/C, Schedule D/E-1, Schedule CD (Schedule E-CG is a schedule used only with the Form 355-C)
- Form 355S, Form 355S page 2, Schedule A, Schedule A page 2, Schedule B/C, Schedule D/E-1, Schedule E, Schedule CD

All pages of the return and any other attachments MUST be included for the return to be considered complete. See the respective instruction booklets to determine which other documents may be submitted and under what circumstances.

Form 355

None of the line items in the Excise Calculations page can be negative. Any negative value found on an ancillary form or schedule, must be represented as ZERO when transferred to the Excise Calculation line item.

Period begin and end dates are required. Software MUST insure those fields have dates.

The importance of accurate taxpayer name and address information is self evident and as important is consistency. To that end, attached below are standard addressing abbreviations that are to be used when formatting the data for BOTH print and 2D encoded address fields.

For those returns prepared by someone other than the taxpayer, PTIN & EIN identifying the paid preparer are mandatory. The software geared towards professionals, must insure that paid preparer information has been entered prior to printing.

Form 355-C

None of the line items in the Excise Calculations page can be negative. Any negative value found on an ancillary form or schedule, must be represented as ZERO when transferred to the Excise Calculation line item.

Period begin and end dates are required. Software MUST insure those fields have dates.

The importance of accurate taxpayer name and address information is self evident and as important is consistency. To that end, attached below are standard addressing abbreviations that are to be used when formatting the data for BOTH print and 2D encoded address fields.

For those returns prepared by someone other than the taxpayer, PTIN & EIN identifying the paid preparer are mandatory. The software geared towards professionals, must insure that paid preparer information has been entered prior to printing.

Form 355-S

None of the line items in the Excise Calculations page can be negative. Any negative value found on an ancillary form or schedule, must be represented as ZERO when transferred to the Excise Calculation line item.

Period begin and end dates are required. Software MUST insure those fields have dates.

The importance of accurate taxpayer name and address information is self evident and as important is consistency. To that end, attached below are standard addressing abbreviations that are to be used when formatting the data for BOTH print and 2D encoded address fields.

For those returns prepared by someone other than the taxpayer, PTIN & EIN identifying the paid preparer are mandatory. The software geared towards professionals, must insure that paid preparer information has been entered prior to printing.

Schedule A

Schedule A-1

This schedule is NOT 2D enabled so no 2D layouts are provided.

Schedule A-2

This schedule is NOT 2D enabled so no 2D layouts are provided.

Schedule A-3

This schedule is NOT 2D enabled so no 2D layouts are provided.

Schedule B/C

Any percentage represented in print or 2D encoding must include a zero to the left of the decimal point for percentages less than 100%. Percentages are represented as 6 digit fields. The 2D barcode fields must not include the decimal point.

Schedule CD

Schedule CG

Schedule D/E1

Any percentage represented in print or 2D encoding must include a zero to the left of the decimal point for percentages less than 100%. Percentages are represented as 6 digit fields. The 2D barcode fields must not include the decimal point.

Schedule E-CG

Any percentage represented in print or 2D encoding must include a zero to the left of the decimal point for percentages less than 100%. Percentages are represented as 7 digit fields. The 2D barcode fields must not include the decimal point.

This is a 30 line item schedule. It is only used with the Form 355-C.

See Form 355-C notation above for how to handle negative values being carried forward from this schedule. The only negative values allowed on schedule E-CG are for line items 2, 4, 6, 9, 13, 14, 19, 21, 23, 24, & 26.

Schedule E

Any percentage represented in print or 2D encoding must include a zero to the left of the decimal point for percentages less than 100%. Percentages are represented as 7 digit fields. The 2D barcode fields must not include the decimal point.

This is a 26 line item schedule. It is only used with the Form 355 & Form 355-S.

See Form 355 or 355-S notations above for how to handle negative values being carried forward from this schedule. The only negative values allowed on schedule E are for line items 2, 4, 6, 9, 13, 14, 19, 21, 23, 24, & 26.

Schedule E-2

Schedule E-3

This schedule is NOT 2D enabled so no 2D layouts are provided.

Schedule F

Any percentage represented in print or 2D encoding must include a zero to the left of the decimal point for percentages less than 100%. Percentages are represented as 6 digit fields. The 2D barcode fields must not include the decimal point.

Form F-2

Any percentage represented in print or 2D encoding must include a zero to the left of the decimal point for percentages less than 100%. Percentages are represented as 6 digit fields. The 2D barcode fields must not include the decimal point.

See table 4 for complete list of Locality Codes.

Schedule H

Any percentage represented in print or 2D encoding must include a zero to the left of the decimal point for percentages less than 100%. Percentages are represented as 6 digit fields. The 2D barcode fields must not include the decimal point.

Schedule H-2

Any percentage represented in print or 2D encoding must include a zero to the left of the decimal point for percentages less than 100%. Percentages are represented as 6 digit fields. The 2D barcode fields must not include the decimal point.

Schedule RC

Any percentage represented in print or 2D encoding must include a zero to the left of the decimal point for percentages less than 100%. Percentages are represented as 6 digit fields. The 2D barcode fields must not include the decimal point.

Schedule RC-A

Any percentage represented in print or 2D encoding must include a zero to the left of the decimal point for percentages less than 100%. Percentages are represented as 6 digit fields. The 2D barcode fields must not include the decimal point.

Schedule S

Shareholder information may require multiple page 5's of the Schedule S to be filed. There is a maximum of 75 potential shareholders being enumerated, which translates to a maximum of 3 of these pages. Only the 5th page need be sent multiple times as needed.

Schedule SK-1

There are valid negative values represented on this schedule. Lines 1, 2, 3, 5, 6, 14, 16, 17, 18, 19 & 21 are the only lines where a negative value is accepted.

Any percentage represented in print or 2D encoding must include a zero to the left of the decimal point for percentages less than 100%. Percentages are represented as 6 digit fields. The 2D barcode fields must not include the decimal point.

Changes to 2005 Massachusetts Corporate Forms and Schedules

General

Failure to produce a 2D barcode on third party returns may result in taxpayers having their returns rejected/imposition of penalties for noncompliance. For those vendors who choose to allow DRAFT versions of a return to be printed, the department would prefer a 2D barcode to be included in the draft printing. However, in lieu of the 2D barcode for a draft, please print the following text in the 2D reserved area "DO NOT MAIL. MISSING 2D BAR CODE".

To allow the paid preparer to verify if their printer can print the 1D barcode, 2D barcode and anchors, the department would like to suggest to the software providers to include a test page containing a 2D barcode, 1D barcode & anchors. Together with appropriate instructions and text explaining what the barcodes are and why they are important, the department hopes to avoid rejecting returns or imposing penalties for this type of scenario.

The line item data on the printed form must match the data in the 2D barcode. To that end, the software must ensure that when a return is processed using a multi-pass data entry approach, that printed and 2D data fields get updated appropriately. There are occasions when a return is started, updated, and completed at different points in time. The software must allow for this. The software must update/save data in the 2D barcode prior to printing.

For those returns prepared by someone other than the taxpayer, identifying fields Preparer Name, phone, and PTIN/EIN are mandatory. The software geared towards professionals, must insure that paid preparer information has been entered prior to printing.

Effective for tax years beginning on January 1, 2005 and ending on or before December 31, 2009, taxpayers may be eligible for the Historic Rehabilitation Credit (HRC). To claim this credit, a historic rehabilitation project must be complete and have been certified by the Massachusetts Historical Commission. Unused portions of the credit may be carried forward for 5 years. The credit may be transferred or sold to another taxpayer. The HRC is not subject to the 50% limitation rule for corporate taxpayers. If the taxpayer disposes of the property generating the HRC, a portion of the credit may be subject to recapture. For further information, see CMR63.38.1, Massachusetts Historic Rehabilitation Credit.

The Project Certificate HRC (Schedule PC-HRC) is **not** completed by the taxpayer, it is completed by the Massachusetts Historical Commission and issued to the owner of a qualified project. Any taxpayer claiming a portion of the credit must enclose a copy of the completed certificate with their tax return.

Effective January 1, 2005, Massachusetts has decoupled from the American Jobs Creation Action of 2004, Public Law 108-357. For corporate excise purposes, the definition of net income does not include the new federal production activity deduction. See TIR 05-5 for further information.

The time stamp must appear on the bottom of every page of every form and schedule beginning at line 62, cell 15. The date and time format is discretionary upon the vendor.

Check instructions carefully as there are line items throughout the suite of excise forms that have had language and instructional changes applied to them.

Form 355

Page 1: Line 6 from 2004 version has been deleted. Subsequent lines renumbered.

Excise Calculation lines 1, 2 & 3 have been moved to page 1 from page 2.

Paid Preparer identifying fields are now required fields for those returns prepared by someone other than the taxpayer

Page 2: New line 15 for historic rehabilitation credit.

Home Energy Efficient Credit line 16a was added to Solar Heat Credit line 16b.

Subsequent lines renumbered.

Form 355C

Page 1: Paid Preparer identifying fields are now required fields for those returns prepared by someone other than the taxpayer

Page 2: New line 15 for historic rehabilitation credit.

Home Energy Efficient Credit line 16a was added to Solar Heat Credit line 16b.

Subsequent lines renumbered.

Lines 1, 2 & 3 from page 2, Excise Calculation, have been moved to the bottom of page 1

Schedule F-1 not longer exists.

Form 355S

Page 1: Line 5 and Line 7 do not have a keying mark associated with them.

Paid Preparer identifying fields are now required fields for those returns prepared by someone other than the taxpayer

Page 2: New line 18 for historic rehabilitation credit.

Home Energy Efficient Credit line 19a was added to Solar Heat Credit line 19b.

Subsequent lines renumbered.

Form F-2

None

Schedule A

Page 2: line 29 Retained Earnings allows negative values

Schedule A-1

None

Schedule A-2

None

Schedule A-3

None

Schedule B / C

None

Schedule CD

None

Schedule CG

None

Schedule D/E1

None

Schedule E

Line 1 Gross Receipts allows negative values
Line 3 Other Deductions allows negative values
Line 7 Bond Interest allows negative values
Line 8 Foreign, State, Local Income allows negative values
Line 12 Federal Production Activity Add Back is a new line item
Subsequent lines renumbered.

Schedule E-CG

Line 1 Gross Receipts allows negative values
Line 3 Other Deductions allows negative values
Line 7 Bond Interest allows negative values
Line 8 Foreign, State, Local Income allows negative values
Line 12 Federal Production Activity Add Back is a new line item
Subsequent lines renumbered.
Line 28 Combines lines 27 and 28 of the 2004 version of the schedule

Schedule E-2

Page 1 Lines 1-5 Row "A" contained on the 2004 form has been eliminated on the 2005 form.
Line 1b has an instructional change that sets the value to zero at all times
Page 2 Lines 9-12 Row "A" contained on the 2004 form has been eliminated on the 2005 form

Schedule E-3

None

Schedule F

Line 3a Tangible Sales – Destination is a separate line item from 2004 version of the schedule
Line 3b Tangible Sales – Throwback is a separate line item from 2004 version of the schedule

Schedule F-1

Removed this schedule as the data is reported on the Schedule F

Schedule H

None

Schedule H-2

Additional Credit Recapture radio added for the HRC.

Schedule RC

None

Schedule RC-A

None

Schedule S

None

Schedule SK-1

Page 1: Line 2 Separately Stated Deductions allows negative values
 Line 4g Historic Rehabilitation Credit is new.
 Line 4h: Home Energy Efficient Credit and Solar Heat Credit are new

Page 2: Line 17 moved to page 2 from page 1
 Line 22c Percentage of Stock Ownership is new.
 Lines 24a & b allow negative values
 Lines 25a & b allow negative values

Vendor requirements for passing certification testing

DOR does acknowledge that not every vendor can maintain the same level of sophistication in terms of what types of tax scenarios its software can handle. DOR takes a fiduciary responsibility to the taxpayers in certifying a vendor as acceptable. DOR does expect vendors to provide the highest possible quality in the areas of appearance, functionality and accuracy in delivering their product to the market place.

See Massachusetts Department of Revenue Publication 'Handbook for Reproduction of Non-Scannable Department of Revenue Forms' Section 1.3 for guidance regarding who needs to pass certification testing. To paraphrase: Any company that develops and uses substitute Massachusetts Department of Revenue forms **MUST** get approval from the Department. If the company develops substitute tax forms using its own tax software; develops tax software programs to be used with substitute tax forms developed by another company; or, develops substitute tax forms for other companies to use with their tax software.

The company must have forms reviewed annually prior to release of the substitute forms. For those vendors passing certification, they must provide a copy of their DOR Approval letter to tax practitioners or other vendors who sell the products of tax software developers who design substitute tax forms. (See also, Section 1.4 of 'Handbook for Reproduction of Non-Scannable Department of Revenue Forms')

Vendors are encouraged to submit test samples early to avoid approval delays. DOR will make every effort to review and approve forms within 10 business days of receipt. See contact list for where to submit test forms.

Forms will be tested for format and readability in the order in which they are received by the Department. DOR only approves the appearance of the printed substitute form, the 1-D barcode value and the 2-D barcode readability. DOR does not certify the logic of specific software, or calculations entered on any forms. DOR does not approve specific equipment or the process used in producing the substitute forms, but does require that the substitute forms meet the Department's standards.

Failure to comply with these requirements **WILL** cause returns to misread and reject as errors in processing. As a result, issuance of refund checks will be slowed to customers. DOR will capture vendor data and monitor processing results. Specifically, we will track readability of returns with respect to field read rates. *For those vendors participating in the 2-D solution, 2-D barcode read problems are tracked.* (Not printer introduced problems for which the vendor has no control)

Each page has a unique 1-D barcode that the imaging software uses to identify the page in the event that the 2-D barcode cannot be read.

Fixed (exact) Positioning

DOR requires exact positioning for all data elements on all forms and schedules for certification as well as the 2-D barcode readability. Certification status will be posted on the DOR's web site at <http://www.mass.gov/dor>

All optical scanner enabled forms are required to have anchors. The anchors must be placed in accordance with the department's exact positioning requirements for that form. Each form must contain the exact number of tax data fields, taxpayer ID fields, line items, optical mark fields and keying symbols as the state issued form. The location of all OCR-readable fields must appear in the exact location as specified in the record layout. Those returns not following the exact positioning requirements will be given a lower priority than those following the requirements. DOR has an Imaging based automatic data capture system in place. Image based technology requires exact positioning for data to be captured. In the event that a 2-D barcode is unable to be read, the exact positioning will allow software to capture and "read" the data.

Anchors

- . Four anchors, one in each corner, must be present on all pages
- . Anchors must be in the exact same location on all pages and must be in the exact location specified in the transparent films sent to each vendor
- . Each anchor must consist of an angle bar formed by the intersection of one horizontal and one vertical line
- . line thickness should be 3 points (3/72").
- . line length should be 1/4"
- . No solid, filled (black) area should be with 2cm (approximately 3/4") of any anchor

Data Entry Keying marks

- . Data Entry keying symbols must be produced where applicable. If you are unable to reproduce an arrow, you may substitute a bullet.

Optical Mark Fields

- . A single upper case "X" must be used to indicate a response in an optical mark field
- . No underlining or enclosing of optical mark fields
- . One blank character space must immediately proceed and follow an optical mark field
- . If a field is not applicable, it must be left blank.

Negative Amounts

- . Negative amounts or losses must be preceded by a minus sign ("-")
- . Use of parentheses or "X" boxes (as found on the official Department produced version of the forms) is not acceptable
- . Language regarding the use of "X" boxes must not be printed on the substitute forms

Signature Area

- . Taxpayer signature and paid preparer information and signature area must be formatted in the same manner as the official Department form
- . Underlining is permitted only in the area allotted for the taxpayer's and paid preparer's signatures

Privacy Act Notice

- . "Privacy Act Notice available upon request" verbiage must appear on page 1 of the return
- . The verbiage should appear where indicated on the transparent films provided to the vendors

- . If need be, the verbiage may be printed elsewhere, provided that it not interfere with any OCR fields
- . The Privacy Act Notice must be made available to the software user by the software developer.
- . It may be presented in either printed “hard-copy” or software “soft-copy” formats

The Department's acceptance criteria are as follows.

- Can we read the 2-D barcode?
- Can we read the 1-D barcode?
- Is the 2D barcode data correctly located within the barcode?
- Is the 1-D barcode correct per page?
- Are the 1-D and 2-D barcodes correctly sized and located?
- Using the transparent films provided to the vendors, do anchors and fields on the test samples line up to the films, within REASONABLE tolerances?
- Vendors providing Massachusetts Corporate Excise Tax Forms and Schedule must pass BOTH the 2D and exact positioning requirements.

Massachusetts Department of Revenue Contact List

| | |
|--|---|
| <p>Russ Carr, Project Manager ISO / EDS 200 Arlington Street, 3rd Floor Chelsea MA 02150 carrt@dor.state.ma.us 617-887-5627</p> | <p>NOTE:</p> <p><i>It is imperative that all SCANNABLE corporate excise tax form samples be sent to the address on the immediate left-hand side. All SCANNABLE corporate excise tax form samples sent to this address are prioritized.</i></p> <p><u>Any SCANNABLE corporate excise tax form sample that is sent to any other Mass DOR mailing address will be subject to delays in form testing/approval</u></p> |
| <p>Carl Haraska Publishing Services – Corporate Forms Design 100 Cambridge St. Boston MA 02210 haraska@dor.state.ma.us 617-886-2209</p> | <p>NOTE:</p> <p><i>It is imperative that all NON-SCANNABLE corporate excise tax form samples be sent to the address on the immediate left-hand side. All NON-SCANNABLE corporate excise tax form samples sent to this address are prioritized.</i></p> <p><u>Any NON-SCANNABLE corporate excise tax form sample that is sent to any other Mass DOR mailing address will be subject to delays in form testing/approval</u></p> |

Other Resources:

The National Association of Computerized Tax Processors (NACTP) website <http://www.nactp.org/>. The 'Computerized Industry Standards' document <http://www.nactp.org/Standards.pdf> is particularly helpful.

Federation of Tax Administrators (FTA) website <http://www.taxadmin.org/>. The 2-D Barcode Standards document is a good source for vendors who are being introduced to 2-D barcode technology.

Massachusetts Department of Revenue website <http://www.dor.state.ma.us/>. Refer to the site map to help find draft and final versions of the latest forms and schedules, as well as other helpful information.

United States Postal Service website <http://www.usps.com/>. Please refer to the 'Postal Addressing Standards' document at <http://pe.usps.gov/cpim/ftp/pubs/Pub28/Pub28.pdf>

(Note: website addresses current as of 10/24/2005)

Document Revisions

Updates to this document will be posted to DOR's Web site, <http://www.mass.gov/dor> on Friday afternoons. Please check for updates over the weekend or on Monday mornings to ensure that you have the most current document.

This page is included to track changes between published revisions of this document.

| Number | Date | Revision |
|----------|------------|--|
| 2005-1.0 | 10/24/2005 | Updated to include requirement to include Paid Preparer information Schedule F-1 removed. New Historic Rehab CR added. Form 355 pg 1 additional fields Updated to include annual changes . Part 2 & 3, fields added and deleted as necessary. Table 2 adjusted as is necessary Location was updated in the 2D tables. Added Outstand Issues and Pending Legislative Changes to '2005 Forms Changes' section Included link to USPS 'Postal Addressing Standards' Included 'Other Resources' section. Included requirement for printing a timestamp on every page of the return. See Quality Assurance section. |
| 2005-1.1 | 11/29/2005 | Energy credit changed to Energy and Solar (2 line items) Tangible Sales split into 2 line items Schedule F line 3 Sales Updated the 'Changes to 2005' section to reflect updates to the forms and schedules Updates to the Location Column to reflect changes to fields in the forms and schedules |